

# the shelton chronicle

A Publication for the Faculty and Staff  
of Shelton State Community College

SHELTON STATE COMMUNITY COLLEGE  
Record Series: Newsletters  
File: EG-1203  
Date: 10-2-95

Vol. 2 No. 2

February 15, 1995

The SHELTON CHRONICLE is published twice a month by the office of Public Relations and Alumni Affairs, (205) 391-2221.

## THIS MONTH ON CAMPUS

### FEBRUARY 15

The dedication ceremony for the Lon Alexander Memorial Collection for Shelton State Community College Publications will be held at 1 p.m. today, February 15, in the Skyland Campus library. Everyone is invited!

### FEBRUARY 17

A multi media demonstration and workshop will be held on the C.A. Fredd Campus on February 17 from 2-3:30 p.m. and on March 3 from 1-2:30 p.m. A few seats remain for each session. Learn more about CD-ROM, computer-assisted instruction and other forms of classroom presentation. For more information, contact Brad Moore or Katherine Williams.

### FEBRUARY 28

The 1995 Miss Shelton State Pageant will be held on Tuesday, February 28, at 7:30 p.m. in the Skyland Campus auditorium. Libby Umphrey, 1994 Miss Shelton State, will crown the winner who will represent the college at the Miss Alabama Pageant in Birmingham in June. Liz Smelley is directing the pageant this year.

Students entering the pageant this year are: Misty Bamberg; Carla D. Bryant; Rosemary Guffin; Karen Wilson; Michele Blevins; Melissa Marchant; Jamie L. Jones; Rebecca Hyatt; Sandra D. Plenty; Saundra Taylor; Shelia Norris; and Misty Kent.

### MONDAY CONCERT SERIES

#### FEBRUARY 20

Dr. Ed White from the University of Alabama

School of Music will present a voice concert at 1 p.m. in the Music Room on the Skyland Campus.

### FEBRUARY 23-24

These two days will be used for professional development by the faculty and staff. There will be no classes.

### FEBRUARY 23

The Shelton State Foundation will sponsor a retreat for all board members and college administrators from 5-7 p.m. at the Boy Scout headquarters located on River Road. Dinner will be served. For information, contact Lucy Kubiszyn, 391-2221.

### MEN'S BASKETBALL

Feb: 16 Wallace-Hanceville: Here



Feb. 18: Chattahoochee Valley : There 4p.m.  
Feb. 22: Meridian Community College: There 8 p.m.

### **WOMEN'S BASKETBALL**

Feb. 16: Wallace/Hanceville: Here 6 P.M.  
Feb:18 Chattahoochee Valley There 2 p.m.  
Feb. 22: Meridian Community College: There 6p.m.

### **FACES AND PLACES**

**\*FRAN TURNER** served on the steering committee again this year for Tuscaloosa County's Young Author's Conference which was held February 4 at the University of Alabama. Over 700 people participated in the conference this year.

Turner led a sharing session for third and fourth graders.

The Shelton Ambassadors also helped with the conference again this year.

**RICK SHELTON** was the local author, and he hosted several writing workshops for the youngsters. Donald Crews, a Caldecott Award winning author and illustrator of picture books for young children; and Marion Dane Bauer, a Newberry Award winning author of books for adolescents and adults,

were the featured authors that worked with those in attendance.

**\*ADAM DAY**, nephew of **SANDRA DAY**, won first place in the fifth grade level speech contest at Holt Elementary. Adam presented his speech entitled "What the PTA Means to Holt Elementary and to Me" during the Holt Elementary PTA meeting recently. He also received an engraved trophy during the meeting.

### **STUDENTS**

The University of Montevallo will award one Presidential Leadership Scholarship and one to two Dean's Scholarships to Shelton State students planning to transfer to Montevallo for Fall 1995 semester. To apply for the Presidential Scholarship, students must have completed the equivalent of 60 quarter (40-45 semester) hours and maintained a 3.25 grade point average.

To apply for the Dean's Scholarship, students must have completed the equivalent of 60 quarter hours and maintained a 3.0 GPA. The students must have an on-campus residence at the University. Preference will be given to students majoring in biology, chemistry, foreign languages, history,

mathematics, music, physical education, psychology, and theatre. The deadline to apply is March 10. Please contact Sully Cochrane in the Skyland library to apply for these scholarships.

**\*The Spanish Club** and the Spanish Honor Society are beginning to collect favorite recipes for the second cookbook that is scheduled to go on sale Fall semester. All proceeds will go to the Mabel Harries' Endowed Spanish Scholarship Fund, which will send a deserving Shelton Spanish student to Guadalajara, Mexico. The student who is awarded the scholarship will attend summer school in Guadalajara for approximately six weeks and enjoy the cross-cultural experience of living with a local family. Almost \$25,000 has been raised in a five year period. Sales from the cookbook will complete the endowment, making it possible to award the scholarship annually. The first scholarship recipient will be presented Honor's Night. Students who are interested in applying for the scholarship should pick up an application in Room 211.



## **SHELTON SIGNS CENTRAL GOLF STANDOUT TO SCHOLARSHIP**

**\*TODD RICHARDSON**, a student from Central High School in Tuscaloosa, has signed a National Letter of Intent to Shelton State Community College. Richardson will enroll this fall at Shelton and will be eligible for fall competition.

According to coach Jim Collins, Richardson is one of the top junior players in the state over the last three years. "Todd is one of the strongest junior players in Alabama, and we are very pleased to have him become a student at Shelton State." Richardson is the son of Mr. and Mrs. Ken W. Richardson of Tuscaloosa.

## **DEANS' CORNER**

*Arthur Howington, Dean of Academic Services*

### **POLICY AND PROCEDURES FOR TEACHING OVERLOADS**

A full-time instructor may be employed to teach a maximum of one course per semester as extra service (an overload). Assignment of an overload requires the approval of the President. A full-time instructor may not teach an overload for more than two consecutive terms without written

approval of the chancellor. (Source: ASBE)

There are "specified dates" in the teaching overload procedures. These final dates for submittal of "Request to Teach Overload" forms are: 1995 Summer Semester - April 22, 1995; 1995 Fall Semester - July 14, 1995; 1996 Spring Semester - November 21, 1995.

### **Procedure for Teaching Overloads:**

1. An instructor must request to teach an overload using the "Request to Teach OverLoad" form. The instructor should submit this form to the Division Chair.
2. Requests to teach an overload class must be submitted by the division chair to the Dean of Academic Services on the "Request to Teach Overload" form by a specified date each semester.
3. The Dean of Academic Services determines how many consecutive semesters the instructor has taught an overload to establish eligibility to teach for the term requested.
4. If approved by the Dean of Academic Services, the request to teach an overload will be submitted to the Vice President for

approval by the President.

5. If the Vice President and the President approve the request to teach an overload, the Dean of Academic Services will inform the Division Chair that the request has been approved by returning a completed copy of the "Request to Teach Overload" form to the Division Chair.
6. The Division Chair must not actually assign a member of the faculty or support staff to teach an extra service class until the Division Chair receives the completed "Request to Teach Overload" form from the Dean of Academic Services.
7. Requests submitted after the specified date will not be considered unless there are compelling extenuating circumstances which are brought to the attention of the Academic Dean by the Division Chair.
8. Even when extenuating circumstances exist, the Division Chair should not assign an overload class until the chair has received a completed "Request to Teach Overload" form from the Dean of Academic Services.
9. Contracts will not be issued to a faculty or



support staff member for an overload class unless that contract is accompanied by a completed "Request to Teach Overload" form.

10. Overloads with pay will be approved only if the instructor has a full teaching load of 15-16 hours. a) If an instructor has a teaching load of only three-hour classes, an overload is allowed after five courses; b) If an instructor has a teaching load of only four-hour courses, an overload is allowed after four courses; c) If an instructor has a teaching load which combines three-hour and four-hour courses, an overload is allowed according to the policy established in the "Variations on a Theme" memo of March 31, 1993, from the Dean of Academic Services to the Vice President.

11. When teaching an overload, faculty must add one office hour per week to their official work schedule for each overload class.

### **SPEAKING OUT**

Jan. 30: Gordo Rotary Club. Katherine Alexander  
Feb. 9: Community Services of Tuscaloosa. Lucy Kubiszyn  
Feb. 15: Municipal Clerks and Administrators: Milady

Murphy  
Feb. 17: U. of Ala. Continuing Education. Milady Murphy  
Feb. 27: Kiwanis Club. Milady Murphy

### **TIMEQUEST**

Sponsored by Shelton State Community College and the West Alabama Chamber of Commerce

TimeQuest is a seminar that will be offered February 23 and is a learning experience that will help people become better organized and focused. The seminar is geared to the work environment, but includes a total approach that helps control all the various pressures that compete for our time. Cost: \$195 per person and \$95 student rate. Corporate, government /nonprofit, and group discounts available. Call Donna Ussery, ext. 2434, or Fran Viselli, ext. 2465.

### **INFORMATION TECHNOLOGY COMMITTEE UPDATE**

Responsibilities of the Information Technology Committee are:

1) Provide leadership that fosters an institutional vision for the use of appropriate information and

computing technologies throughout the college;  
2) Promote the development of a backbone of information and computing technologies based on specific services provided to faculty, staff, and students;  
3) Establish broad, college-wide policies for the use and acquisition of information and computing hardware;  
4) Establish broad, college-wide policies for the use and acquisition of computing software;  
5) Promote new technologies and improve cost-effectiveness by improving procedures and establishing standards for the use and acquisition of information and computing hardware and software;  
6) To monitor institutional compliance with the information technology section of the SACS  
**CRITERIA FOR ACCREDITATION** and to make recommendations and suggestions to ensure such compliance.

~~~~~  
**Please watch for new information concerning the Flower Fund!**